**Instructions for Group Journal**

First, form groups of about 6 people. Your group will be assigned a journal number. One person from each group should act as the Journal Manager – selecting your Journal Manager is the first step. I will also act as Journal Manager for each journal.

Journals Site <http://tsc.library.ubc.ca/>

**Author / reviewer registration and submission of Scholar’s Biography**

Please register as an author and reviewer. Be sure to note your Reviewing Interests. Then, as an author, submit your Scholar’s Biography. You’ll need to create a very brief abstract. Note that you can check the status of your submission. You will receive an e-mail indicating that your submission has been received.

The instructor will enroll your group’s selected Journal Manger in that role.

Journal Management / Set up

**Step 1: Details**

Review and consider briefly all of the information under “details”. The only work for you to do in this section is:

1.1 General Information: Choose and enter a journal title, initials and abbreviation. A title that makes it clear that your journal is a class project is advised (lest anyone find it on the web and mistake it for a real journal).

1.2 Principle Contact – your journal manager.

1.3 Technical Contact – leave as Heather Morrison

1.4 E-mail identification – change to title and URL of your journal

1.8 Search engine indexing – choose and add metadata

Save and continue.

**Step 2: Journal Policies**

2.1 Focus and scope of the journal

Add a statement here, again making it clear that this is a class project. Here is an example:

LIBR 559L is a demonstration journal developed for the University of British Columbia's School of Library, Archival and Information Studies.  The purpose of the exercise is to learn to use the OJS software, and the process of peer review.    Content is derived from other OA journals, or is designed for purposes of demonstration.

2.2 Peer Review

Add the following text:

Each Scholar's Biography is assigned two peer reviewers, selected from students taking LIBR 559L.  Students have one week to complete reviews.  A supportive review process is encouraged, including both suggestions for improvement and strong points of the writing, with a view to encourage and inspire the author to further writing.

Review Guidelines

Add the following text:

A supportive review process is encouraged, including both suggestions for improvement and strong points of the writing, with a view to encourage and inspire the author to further writing.

2.5 Add item to appear in “About the Journal”

Example: LIBR 559L Demonstration Journal was developed to illustrate the use of OJS, and the peer review process.

Click on “save and continue”, then at the top of the screen, “About” to see the results.

**Step 3. Guiding Submissions**

3.1 Author Guidelines: review guidelines and decide whether to keep the default or change them. The guidelines will form a checklist for when you submit your Scholar’s Biography for review. If you wish to be able to add your presentation or final paper as well, then it is best to set up the guidelines to accommodate these.

3.2 Copyright notice. Select and enter a copyright notice; consider using Creative Commons.

3.4 For authors to index their word – filling this out is optional, but review is recommended.

Save and continue.

**4. Management**

4.1 Access and Security Settings

Review. Do you agree with the defaults, or?

4.2 Publication schedule

Text box – suggested wording: one issue anticipated.

Starting point and frequency – suggested volume 1 issue 1 (or 0 and 0), year.

4.5 and 4.6 – copyeditors and layout editors – note options. Larger journals may have specialists in these areas.

Layout templates – to take note of. Adding a template is not recommended, just note that you can do this, for example if you want a common look to articles or other items in a particular section.

Save and continue

**5. The Look**

5.1 Journal homepage header. Try creating a homepage banner (note – can create in word and save as picture) and uploading. Click on “home” to see how this looks.

5.2 Journal homepage content

Journal description – similar to “about”, be sure to note that this is a class project or practice journal.

Journal homepage image (optional) – add an image and alternative text. For pictures that you can use, try flickr – use advanced search and limit to creative commons licensed content. Be sure to attribute appropriately in Additional Content.

5.7 Information

For Readers

Suggested: We do not encourage readers to sign up for the publishing notification service for this journal, as there will not be substantial content published.

For Authors

Suggested: Interested in submitting to this journal? We appreciate your interest.  Submission is only open to students enrolled in LIBR 559L.

If you would like to submit your work to a real open access journal, try the [Directory of Open Access Journals](http://www.doaj.org).

For Librarians

We do not encourage research librarians to list this journal among their library's electronic journal holdings, as it contains no real content.

Save and continue

Journal Sections

Create three sections

Scholar’s biography

Questions to consider – does the group wish to have the final scholar’s biography be visible with identified authors on the web? This is up to you – to reduce visibility:

Indexing – will not be included in the indexing of the journal?

Table of Contents & About – check “omit” options

Presentations (check “will not be peer reviewed”)

Papers (check “will not be peer reviewed”)

**Reading Tools**

Review Reading Tool Options, and decide whether to enable this feature, and if so, which options.

Journal Managers: enroll all members of your group as Editors

From Journal Management / Users / [Enroll a User from this Site in this Journal](http://tsc.library.ubc.ca/index.php/hmorrison/manager/enrollSearch)

Each submission (Scholar’s Biography) should be assigned to a different editor. (It may be helpful to manage this process by assigning editors next to the authors in a clockwise fashion).

From User, click on Editor, then In Review. Click on the title, then select two reviewers. To keep this simple, it may be helpful once again to assign the next person in a clockwise fashion. Note that this will not be a blind peer review process.

From User, click on Reviewer. Briefly read the Scholar’s Biographies, and prepare some quick comments by way of review. Please be sure to follow the author-friendly review process. Point out a strength of the work, and something the author could do to improve the work. Use the OJS review form (rather than submitting a file).

Once all the reviews are done, from User, click on Editor. Read both reviews. Enter your decision as Revisions Required. Send an e-mail to the author notifying the author of your decision. Decide whether you will include the reviewers; do you wish to add any comments of your own? Send an acknowledgement e-mail to the reviewers, and an editable blind copy to the reviewers.

From User, click on Author. Read the editor’s decision and the reviews. For the purposes of this exercise, updating your Scholar’s Biography is optional. Under Review, upload your revised Scholar’s Biography (even if it is not revised) under the Editor’s decision.

From User, click on Editor, and Accept the Submission. Use the e-mail to notify the author, Select file for copyediting (Author Version) and click Send.

From Editing, under Final Copyedit, click on Complete. Download the file, consider changing format (e.g. to PDF), then upload as Galley under layout. Save.

One of the Editors should now Create an Issue (Future Issue).

Then each Editor, under Scheduling, should select the Same Issue, and Record.

After all of the Scholar’s Biographies have been Scheduled, an Editor should go back to Create an Issue, select the appropriate Issue, and Publish. Then Voila! Go to the journal home page and view the results.